

**CITY OF WEST DES MOINES**  
**SIGN PERMIT APPLICATION & FEE SCHEDULE**

Ph. 515-222-3620 Fax: 515-273-0602

(Effective 7-1-15 through 6-30-16)

**MAIL TO: City of West Des Moines Development Services 4200 Mills Civic Pkwy West Des Moines, IA 50265**

Application Date: \_\_\_\_\_

Address of Sign: \_\_\_\_\_

Installer's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Installer's Address: \_\_\_\_\_

Installer's E-Mail Address: \_\_\_\_\_

Owner's Name & Address: \_\_\_\_\_

Description of Work: Erect ☐ Alter ☐ Repair ☐

Class of Sign: Flat or Wall ☐ Horizontal Projections ☐ Marquee-Canopy ☐ Billboard ☐

Ground Sign ☐ Freestanding Pole ☐ Temporary Sign ☐ Other ☐

Size of Sign: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_ Valuation: \$ \_\_\_\_\_

Dates of Activities \_\_\_\_\_

Building Frontage (single user) or Tenant Frontage: \_\_\_\_\_ Linear feet

Construction Material: \_\_\_\_\_ Color: \_\_\_\_\_

Lighting Description: \_\_\_\_\_ Not Applicable ☐

Electrical Contractor (if illuminated): \_\_\_\_\_

Sign Wording: \_\_\_\_\_

Method of Anchorage: \_\_\_\_\_

Special Features: Describe \_\_\_\_\_

Any Existing Signs: Yes ☐ No ☐ Sq. Ft. Existing Signs: \_\_\_\_\_

**ATTACH 3-DIMENSIONAL SKETCH OF SIGN AND SITE PLAN**

The Applicant \_\_\_\_\_ agrees to make all installations in accordance with the Sign Ordinance of the City of West Des Moines, Iowa and further agrees to protect and save the City harmless from any claim that may arise from the installation and/or maintenance of the above sign or advertising fixture. Any sign installed without approval will be subject to a double permit fee.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt No: \_\_\_\_\_ Permit #: \_\_\_\_\_

## **FEE SCHEDULE – SIGN PERMIT**

**(Effective 7/1/15 -6/30/16)**

### **SIGN PERMIT FEES**

Permanent and Temporary Sign Permits (Real estate, construction, etc.)

Base fee \$90.00 plus \$.61 per sq. ft. of sign

### **SHORT TEMPORARY SIGNS**

Four-day event signs - \$16.50 per sign – maximum 4 times per year

## **FEE SCHEDULE – ERECTOR’S LICENSE**

Erector’s License applications - \$132.00 per license

## **FEE SCHEDULE – ERECTOR’S BOND**

Performance Bond - \$5,000 per Erector’s license

## **FEE SCHEDULE – SIGN VARIANCE**

Sign Ordinance Variance applications - \$200.00 per request

See Sign Code for findings that must be made for a variance